



We now have two ways to read great library eBooks on your Windows 8 device. You may work via an app. The following steps show you how to install and use the OverDrive App on a Windows 8 device. Have questions? Ask a staff member or call 645-2275. You may also use a feature called Overdrive READ through the library's website on your browser, getting eBooks without the need for an app. If you need help with either method, visit a CML location or call 645-2275.

Step A. Installing the OverDrive App

1. Go to the Windows Store on your Windows 8 device and search for "OverDrive." Select **OverDrive**.
2. Touch the "Install" button in the upper left-hand corner. A confirmation message will appear when the app has been installed on your device.
3. You may be prompted to "Switch to a Microsoft Account on this PC." In this case, you also have the option to "Sign in to each app separately instead," which, if chosen, will prompt you to "Add your Microsoft account". Either way, once you've signed in with a valid Microsoft account, the OverDrive App will install.
4. Open the OverDrive App.

Step B. Creating an OverDrive Account

1. If you have an OverDrive One account, tap "Have an account? Sign in" to sign in with it.
2. If not, tap the "Sign Up" button. You will be prompted to sign in with your Facebook account OR enter your name and email address, choose a password and tap "Sign Up." (Please note: a Facebook account is **not** required to use OverDrive.)
3. Users under 13 are not required to set up an account.
4. You will receive a verification email from OverDrive. Click the link in this email to verify your account.

Step C. How to Access Library Materials

1. From the initial, touch "Add a library." Search for "Columbus Metropolitan Library." Then touch "Columbus Metropolitan Library" to get access to our titles.
2. At the next screen, touch "Digital Downloads – A Library Collaboration." You will be linked to the "Digital Downloads" site. (This will also add that link to your "My libraries" list, meaning you have saved this site and will not have to search for it again. Note that this link will always appear on your "My libraries list," which you may access from the main screen OR by touching the "My libraries" button in the top right-hand corner).
3. Touch "Sign in" on the top right. At the login screen, select your library.
4. At the next screen, enter your library card number. Touch "Sign in." Note this step is important: a wider selection of titles will appear when you sign in.

Note: It is possible to browse eBooks without signing in with a library card. However, signing in will display more books.

5. From here, search for a particular title or just browse. Pay attention to the book or headphones icon on the book cover to see if the title is an **MP3 (audiobook) or EPUB (ebook)**. If a title is available, it will say “borrow” in the blue box. If it is checked out, it will say “place a hold.”
6. Once a title is selected, touch **Borrow**.

*Note: First time users, click **Settings** on the right hand side. Set your default lending options:*

eBook: 7, 14, 21 days **Audiobook:** 7, 14, 21 days **Music:** 3, 5, 7, 14 days **Video:** 3, 5, 7, 14 **Disney:** 7, 14 days

*Click **Bookshelf**, above settings, to return to the download process.*

7. Select the “Download” (**choose format MP3 for audiobooks or EPUB for ebooks**) button that displays with your book. Once the green checkmark appears next to the format you selected, touch “Confirm & Download.”
8. Once the download is complete, a message will appear confirming that the title has been added. Touch “Go to bookshelf.”
9. Tap the title to begin reading.

Accessing Library eBooks using OverDrive READ

1. Using Explorer or other browser, go to www.columbuslibrary.org. **Do NOT launch from the OverDrive app.**
2. Scroll down and click or tap the box that reads “eBooks Audiobooks >>”
3. You will be redirected to the “Digital Downloads” page. Touch “Sign in” on the top right. At the login screen, select your library.
4. At the next screen, enter your library card number. Touch “Sign in.” Note this step is important: a wider selection of titles will appear when you sign in.
5. Search for a title.
6. Tap desired book cover. **Note:** You may need to tap the title text itself.
7. Tap the “Borrow” button.
8. Tap the “Read (in your browser)” button.
9. The book will open in a new Explorer tab, with a short preview.
10. Tap anywhere on the preview to close it or tap “Start reading this book.”

*Note: First time user click **Settings** on the right hand side. Set your default lending options:*

eBook: 7, 14, 21 days **Audiobook:** 7, 14, 21 days **Music:** 3, 5, 7, 14 days **Video:** 3, 5, 7, 14 **Disney:** 7, 14 days

*Click **Bookshelf**, above settings, to return to the download process*

11. Click or tap the right or left edges of the eBook to turn pages.
12. Click or tap the bookmark icon in the upper-left to save your position.
13. To access the menu options tap anywhere in the window. Tap the icon that appears in the middle of the screen.

To access OverDrive READ titles offline

1. Open the OverDrive Read title in the Explorer browser.
2. Tap anywhere in the window to access the menu options. Tap the icon that appears in the middle of the screen.
3. In the upper left-hand corner, tap “Download this title for offline reading.” The title will begin downloading and you will receive a message when it is finished. Some elements of the book (i.e., pictures) may not be available offline.
4. Tap the “Favorites” Menu at the top of the Explorer browser window and select “Add to favorites.”
5. Name the Favorite and tap “add.”
6. Log off WiFi. When you open Explorer while offline, you can still open the title from the “Favorites” Menu and read the title.